

ER 4-6212

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Reorganization of Finance Division,  
Comptroller's Office

REFERENCES: (Attached as Tabs)

- Tab 1 - Staff Study, Comptroller's Office, 9 June 1953, "Reorganization and Reallocation of Departmental Positions - Finance Division, Comptroller's Office."
- Tab 2 - Copy of above Staff Study containing O&M Service concurrence.
- Tab 3 - Memorandum from Comptroller, 8 September 1953, commenting on proposed changes from a budgetary standpoint.
- Tab 4 - T/O listing, reflecting proposal contained in Tab 1, as modified by Personnel Office.

1. Tab 1 proposes the reorganization and/or realignment of positions within components of Finance Division, to be accomplished within existing T/O strength authorizations. Significant changes proposed are as follows:

a. Certification and Liaison Branch

The existing components of [REDACTED]

25X1A

25X1A  
25X1A

[REDACTED] are being merged and reorganized under the geographical area concept utilized by DD/P. Further, the branch title has been re-designated "Operations and Liaison Branch" in order more nearly to reflect functional responsibility. The [REDACTED] also is being organized in accordance with the geographical area concept, with the organizational nomenclature modified to become [REDACTED]

25X1A

25X1A

1

b. Monetary Branch

25X1A This component is to be comprised of four sections, of  
which one [REDACTED] is currently in evidence.  
The additional three are [REDACTED] and 25X1A  
25X1A [REDACTED] which have been function-  
ing previously in the Branch, and the [REDACTED] 25X1A  
25X1A [REDACTED], which is being created in order to provide for

25X1A

d. Accounts Branch

Eight positions are to be transferred between sub-  
ordinate sections in accordance with work-load requirements.

Other changes proposed include a change in nomenclature from  
Planning and Field Audit Branch to Industrial Contract Audit  
Branch together with some minor grade level changes in the  
branch.

2. In Tab 2 the Management Officer indicates unqualified  
concurrence in the organizational structure proposed for Finance  
Division.

3. In tab 3 the Comptroller states that, on the basis of  
grade levels proposed in connection with this reorganization,  
the additional cost will amount to \$22,350 per year providing  
all positions are filled during the entire year. He points  
out, however, that due to attrition, recruitment delays, etc.,  
there will be certain savings effected, and that the increased  
amount required to cover upgradings will be provided within the  
budget allowance. It should be noted that Personnel Office com-  
putations based upon revised grade level structure indicate  
that the additional salary cost figure would be lowered to  
\$18,515 per year.

4. Tab 4 represents a consolidation of the T/O proposal contained in the initial staff study, as amended by discussion between the Personnel Office and the Comptroller's Office with respect to position titles, series and grades. All changes to the original proposal were concurred in for the Comptroller by the Chief, Finance Division.

5. It is recommended that the T/O for Finance Division, Comptroller's Office, be approved within existing T/O strength authorizations and with staffing as set forth in Tab 4.

GEORGE E. TELLOON  
Personnel Director

4 Attachments  
As stated

Action by Approving Authority:

Date 3 Oct 53  
T/O and Ceiling Approved,

15/ S. K. White  
Acting Deputy Director  
(Administration)

25X1A PO/CWD/ [REDACTED] :elc (23 September 1953)

Distribution:

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

*missing 4 attachments*